

PLANNER III

Class Definition

Under general supervision, compiles, analyzes, and interprets data related to the more complex social, economic, population, and land use trends; prepares written reports on the most complex planning matters and elements of the General Plan; and may provide lead direction and training to lower level employees.

Distinguishing Characteristics

Planner III is the advanced working class in the professional planning series of the Development Department. The Development Department is responsible for coordinating the preparation of final project reports of survey and planning activities, including preliminary engineering design and cost estimates, and planning analyses and proposals. Incumbents in this class perform the most complex planning duties including population estimates, social statistics, land use, and economic growth. Incumbents may also provide lead direction and training to subordinate Planners. The class differs from Supervising Planner in that incumbents of the latter have full supervisory responsibility of a section within the Department.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Compiles, analyzes, and interprets complex data related to social, economic, population, and land use trends.

Prepares written reports on a variety of complex planning matters and elements of the General Plan.

Participates in the preparation of graphic materials, comprehensive reports, or special reports concerned with planning issues and elements of the General Plan.

Prepares information and provides assistance to governmental agencies and individual citizens on matters relating to planning issues, property use regulations, and other planning functions.

Conducts special studies of land use, land economics, urban design, and other factors related to planning or zoning.

May provide lead supervision and training to subordinate employees.

May attend meetings of the Planning Commission and City Council to advise, observe, present testimony, and assist in their deliberations.

Conducts research and studies leading to the preparation of reference standards and criteria for environmental controls, site utilization, urban growth, and the provision of urban services.

Works with citizen groups in the development, review, and implementation of Community Plans and planning policies.

Performs related duties as required.

Knowledge, Abilities and Skills

Considerable knowledge of the standard terminology, techniques, and practices of modern urban planning.

Considerable knowledge of planning research, technical writing, urban design, and drafting techniques.

Ability to perform calculations quickly and accurately.

Ability to prepare comprehensive written and oral reports for the information of the general public, advisory and legislative bodies.

Ability to lay out, coordinate, and supervise technical work related to planning or zoning.

Ability to interpret City zoning regulations and planning policies to the general public.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to communicate effectively, both orally and in writing.

Skill in mathematical calculations related to planning and statistical research.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, architecture, engineering, landscape architecture, geography or related field; and one year of journey level experience as a professional planner within a public planning agency.

Necessary Special Requirement

A valid California Driver's License at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____